



**Biennial Review of Rochester Institute of Technology's Alcohol and Other Drug Programs  
and Policies**

2017 – 2019

## Contents

I.	Introduction.....	3
II.	Alcohol and Other Drug Wellness Team Composition .....	3-4
III.	Procedures for Distributing Annual Alcohol and Other Drug Notification to Students and Employees.....	4
IV.	RIT Policies (Policy Inventories)	
	A. Policies for Students .....	6
	B. Policies for Employees .....	6
	C. Policies for Both Students and Employees .....	6
V.	RIT Programs (Program Inventories)	
	A. Programs for Students .....	7
	B. Programs for Employees.....	7-8
VI.	Enforcement Analysis	
	A. Process/Structures for Maintaining Consistency in Enforcement.....	8-9
	B. Students .....	9
VII.	Current Projects	
	A. Review and modifications to D.18.1 Alcohol and other Drug Policy.....	10
VIII.	Discussion and Recommendations	
	A. Summaries of RIT’s Alcohol and Other Drug Program Strengths and Weaknesses .....	10
	B. Recommendations for Revising RIT’s Alcohol and Other Drug Programs .....	10-11
IX.	Summary and Conclusion .....	11
X.	Appendices.....	12-50
	Appendix 1 .....	12-17
	Appendix 2 .....	17-28
	Appendix 3.....	28-30
	Appendix 4 .....	30-31
	Appendix 5 .....	32-33
	Appendix 6 .....	33-37
	Appendix 7 .....	37-41

# Biennial Review of Rochester Institute of Technology’s Alcohol and Other Drug Programs and Policies

2017-2019

## I. Introduction

The Drug-Free Schools and Campuses Regulations (EDGAR, part 86) require that, as a condition for receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.”

Developing a program that complies with the regulations requires an IHE to:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with (Alcohol and Other Drug) AOD use; and a description of available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and employee each year.
3. Prepare a biennial report on the effectiveness of its AOD programs and the consistency of sanction enforcement.
4. Maintain its biennial review report on file that is made available by the U.S. Department of Education upon request.

RIT utilizes a comprehensive framework to address alcohol and other drug use by implementing the following strategies: policy, education, coalitions/collaboration, social life, academics, enforcement, intervention and data/assessment.

## II. Alcohol and Other Drug Wellness Team Composition

The Alcohol and Other Drug (AOD) Wellness Team is made up of individuals from both Student Affairs and Academic Affairs. Key informants sit on the committee to assist in the trend-tracking of current AOD concerns. Additionally the team plans and implements programs related to alcohol and other drug prevention, awareness, and education.

Key informants include, students, representatives from Student Government, Conduct, Public Safety, Clubs and Organizations (including Fraternity and Sorority Life), Athletics, and Residential Life.

<b>Name and Position</b>	<b>Department</b>
Sara Engel, Alcohol and Other Drug Health Promotion Specialist	Health Promotion
Aaron Tomassini , Area Director	The Center for Residence Life
Kyle Washburn, Residence Coordinator	The Center for Residence Life
Greg Beattie, Conduct Coordinator	Center for Student Conduct and Conflict Resolution
Jill Ehmann, Staff Specialist	Kate Gleason College of Engineering

Counselor from Substance and Alcohol Intervention Services for the Deaf (SAISD)	Substance and Alcohol Intervention Services for the Deaf (SAISD)
Skip Flanagan, National Technical Institute for the Deaf (NTID) Athlete Development Program Coordinator	NTID Athlete Development
Kim Eldridge, Staff Specialist	Industrial and Systems Engineering
Victor Santiago, Assistant Director of Reunions and Affinity Programs	Development and Alumni Relations
Missy Wilson, Athletic Trainer	Intercollegiate Athletics
Aaron Osebre, Student Representative from Clubs and Organizations	Student Government Representative Center for Campus Life

### III. Procedures for Distributing Alcohol and Other Drug Notification to Students and Employees

Each year RIT takes a multi-dimensional approach to disseminating information on policies and services related to alcohol and other drugs for employees and students. RIT's Better Me program strives to educate employees on health and wellness-related programs and services, and the Wellness area within Student Affairs provides resources, information, services, and courses for students. Better Me and Wellness regularly distribute materials via email to employees and students.

The Annual Security & Fire Safety Report is made available to the university community and visitors each fall and distributed to employees and students via RIT Message Center.

(<https://www.rit.edu/fa/publicsafety/sites/rit.edu.fa.publicsafety/files/docs/2019AnnualSecurityReport.pdf>)

This annual publication includes:

- drug and alcohol laws and policies
- active bystander information
- crime statistics and other resources

Additionally, students are sent an electronic link to the student Alcohol and Other Drugs Policy (D18.1) each fall as well as an educational email providing them with resources on alcohol education, marijuana education, and opioid education. A copy of this e-mail can be found in Appendix V.

Human resources has online links to the Employee Assistance Program (EAP) resources that are updated annually (<https://www.rit.edu/fa/humanresources/policies/procedures/eap.html>) as well as links to the current Faculty/Staff Alcohol and Drug Policy (C 15.2). Employees are also sent an informational e-mail providing information about the drug free workplace statement. A copy of the e-mail can be found in Appendix V. Employees are directed to the Human Resources website for more information and/or to view the complete Biennial Alcohol and Other Drug Programs and Policies document.

**Other resources include:**

## RIT's Biennial Review of Alcohol and Other Drug Policies and Programs

<https://www.rit.edu/fa/humanresources/content/procedures>

### RIT Division of Student Affairs

<https://www.rit.edu/studentaffairs/>

### RIT Human Resources

<https://www.rit.edu/humanresources/>

### Programs and Services for Students and Employees (locations and contacts)

Served	Resource	Services:	Locations:	Phone:
Students	Student Health Center	Medical care, medication, information, referral	August Center Building 23-A	585.475.2255
Employees	Employee Assistance Program (EAP)	Support and referral Services for RIT employees and members of their families		844.572.9730 TDD: 800.697.0353 Online: guidanceresources.com
Students & Employees	RIT Public Safety		Grace Watson Hall Building 25	585.475.2853 585.475.6654 (TTY)
Students	RIT Counseling and Psychological Services		Hale-Andrews Student Life Center Building 23	585.475.2261 585.475.6897 (TTY) Online: <a href="https://www.rit.edu/studentaffairs/counseling/">https://www.rit.edu/studentaffairs/counseling/</a>
Students	RIT Center for Student Conduct		Student Alumni Union Building 4	585.475.5662 (V/TTY)
Employees	Human Resources		Eastman Hall Building 1	585.475.2424

#### IV. RIT Policies (Policy Inventories)

RIT has a number of policies and programs in place to maintain and promote a healthy community. Each are described in this section, including a link to the policy. Full policies are also included in the Appendix.

##### A. Policies for Students

##### 1. ALCOHOL AND OTHER DRUGS POLICY (RIT POLICY D18.1)

Policy D18.1 provides students with an overview of responsibilities, legal terms, and potential responses for violations.

- Student Rights and Responsibilities:  
<https://www.rit.edu/studentaffairs/studentconduct/rights-responsibilities/student-rights>

## **2. C15.0 POLICY ON UNIVERSITY EVENTS WITH ALCOHOLIC BEVERAGES**

RIT's shared governance process and adopted, effective July 1, 2017.

See <https://www.rit.edu/academicaffairs/policiesmanual/c150> and Appendix VI.

This policy includes an event registration form located online:

<https://www.rit.edu/fa/diningservices/rit-campus-club-inc>

## **3. STUDENT-ATHLETE ALCOHOL AND OTHER DRUGS EDUCATION AND TESTING PROGRAM**

While not a policy, RIT's Center for Intercollegiate Athletics has devised a program that aims to provide a drug and alcohol-free environment for intercollegiate athletic programs:

[http://www.ritathletics.com/documents/2015/8/10/DrugAlcoholPolicy\\_July\\_30\\_2015FINAL.pdf?&tab=4](http://www.ritathletics.com/documents/2015/8/10/DrugAlcoholPolicy_July_30_2015FINAL.pdf?&tab=4)

## **4. RIT HOUSING TERMS AND CONDITIONS**

RIT Housing Guidelines highlight expectations regarding alcohol and other drugs (p. 20):

[https://www.rit.edu/fa/housing/sites/rit.edu.fa.housing/files/docs/publications/20-21\\_Terms\\_Conditions.pdf](https://www.rit.edu/fa/housing/sites/rit.edu.fa.housing/files/docs/publications/20-21_Terms_Conditions.pdf)

### **B. Policies for Employees**

#### **1. FACULTY/STAFF ALCOHOL AND DRUG POLICY (RIT POLICY C15.2)**

Policy C15.2 provides employees with definitions regarding alcohol and drug use in the workplace, procedures for alleged violations of the policy, and information on support services available.

### **C. Policies for Both Students and Employees**

#### **1. C16.0 TOBACCO-RESTRICTED UNIVERSITY POLICY**

Policy C16.0 applies to all students, faculty, staff, administrators, vendors, and visitors while on RIT-managed properties located in the United States.

#### **2. POLICIES LIBRARY**

Faculty, Staff, Students and visitors can find RIT policies on several websites:

### **Alcohol and Drug Policies**

<https://www.rit.edu/academicaffairs/policiesmanual/c152>

<https://www.rit.edu/academicaffairs/policiesmanual/c160>

<https://www.rit.edu/academicaffairs/policiesmanual/d181>

### **RIT Governance Policy Library**

<https://www.rit.edu/academicaffairs/policiesmanual/policies/governance>

### **Drug-Free Schools**

[https://www.rit.edu/fa/grms/compliance/statutes/drug\\_free\\_1989.html](https://www.rit.edu/fa/grms/compliance/statutes/drug_free_1989.html)

### **Consumer Information/Right to Know**

<https://www.rit.edu/fa/compliance/content/consumer-information#heoa2248>

## **V. RIT Programs (Program Inventories)**

Each year, RIT offers a number of educational programs targeting a broad spectrum of wellness issues including alcohol and other drugs.

### **A. Programs for Students**

Programs are developed and offered by a variety of Wellness Teams within the Wellness area of Student Affairs. These cross-divisional teams are established to work on specific aspects of the student wellness initiative. The teams address gaps, plan, create, initiate, and work toward collaborative wellness education, experiences, and services for students.

In October 2018 a new Health Promotion Specialist was hired to focus on alcohol and other drug programming across the university and to be a co-chair of the AOD Wellness Team. Upon review of current programs and outreach efforts the Health Promotion Specialist identified key opportunities to strengthen the current programming model including increasing educational programs offered to students throughout campus throughout the academic year, building relationships with key departments, such as, Campus Life, Residential Life, and Athletics to improve trainings offered to student leaders. Furthermore, work was done with the Office of Student Conduct and Conflict Resolution to expand on their current sanction model, allowing for more education to be dispersed to students who were found in violation of policy D.18.1.

Furthermore, RIT also offered support programs for students related to AOD. Smart Recovery, a 4-point program that helps people recover from all types of addictive behaviors, including: alcoholism, drug abuse, substance abuse, drug addiction, alcohol abuse, gambling addiction, cocaine addiction, and addiction to other substances and activities, is offered every semester, weekly, and a community Alcohol Anonymous Chapter holds a weekly meeting on campus each Sunday.

A review of 2018-2019 programming and additional training can be found in Appendix V.

## **B. Programs for Employees**

All regular employees are eligible for the RIT's Employee Assistance Program (EAP). The employee's spouse/partner and eligible children are also covered under the EAP.

The EAP is confidential and provided at no charge to eligible employees. RIT offers this benefit, through Guidance Resources<sup>®</sup>, as part of the employee benefits program. EAP offers:

**Confidential Counseling.** This no-cost counseling service helps employees address stress, relationships, and other personal issues. It is staffed by Guidance Consultants – highly trained masters and doctoral-level clinicians who will listen to concerns and refer to in-person counseling and other resources for issues such as stress, anxiety, depression, relationship/marital conflicts, problems with children, job pressures, grief and loss and substance abuse.

Counselors are available 24 hours a day, 7 days a week. Each eligible family member is eligible for up to six (6) counseling sessions (phone and in-person combined) per person, per calendar, year per issue (number of sessions approved is based on counseling need so it may be less than six). If further sessions are needed, employees pay the cost of the visits in full.

Managers, working with Human Resources, may recommend an employee's participation in the EAP to address unacceptable employee performance or behavior.

Additionally, RIT promotes the health and well-being of employees through the Better Me wellness initiative by offering fitness classes, preventative checks, nutrition counseling, one-on-one coaching and group programs: <https://www.rit.edu/fa/betterme/>

## **VI. Process/Structures for Maintaining Consistency in Enforcement**

RIT is committed to the core value of “Integrity and Ethics,” as written in policy P04.0 Core Values. The spirit of this value is maintaining consistency in enforcement of university policies, including policies related to alcohol and other drugs.

Per D.18.1, RIT strives to diligently follow all local, state, and federal laws. Students and student organizations are subject to local, state, and federal laws regarding alcohol and drug use, and the university will not protect individuals or groups from law enforcement with respect to drugs and alcohol use or abuse.

There are a number of “enforcement” bodies regarding alcohol and other drugs, the primary being the Public Safety Department, an accredited organization through the International Association of Campus Law Enforcement Administrators. Additionally, the Center for Residence Life assists Public Safety in enforcement of these policies as they relate to students living in University-managed residential units. The Center for Student Conduct and Conflict Resolution is the guiding department that adjudicates alleged violations of the



alcohol and other drugs policy for students and is responsible for assigning disciplinary statuses consistently. Annually, training is conducted for staff (including student para-professional staff) to educate on current policies, enforcement, and consistency.

For the Public Safety Department, internal department policies and procedures provide supervisors and officers with guidelines when enforcement action is required. Descriptions of how alcohol and drug policies are enforced are as follows:

RIT community members can report drug and alcohol policy violations to Public Safety by calling 585-475-3333, through the TigerSafe App, and/or text message. If a person is found to be in violation of the alcohol and other drug policy on campus, an investigation commences which is documented and forwarded to either Student Conduct (students), or Human Resources (faculty/staff). Non-campus members accused of drug and alcohol policy violations are banned from RIT if there is preponderance of evidence to do so.

- When alcohol is found in an underage student’s residence hall room, the student is asked to pour the alcohol down the drain with a public safety officer as a witness. A statement of fact is written and attached to the incident report. Efforts are made to determine where the alcohol was obtained and appropriate action is taken, including notification to the Monroe County Sheriff’s Office (MCSO) and/or the New York State Liquor Authority when a local retail establishment is identified.
- When illegal drugs, or the suspicion of illegal drug use is investigated, a thorough investigation commences and confiscated drugs are turned over to the MCSO. Efforts are made to determine where the drugs were obtained and this information is shared with MCSO. If it appears drug sales are occurring on campus, a thorough investigation ensues and local law enforcement is advised. All documentation is shared with law enforcement as well as RIT’s Center for Student Conduct and Conflict Resolution (students), and Human Resources (faculty/staff) for appropriate disposition.
- Public Safety patrols campus grounds where community members reported obtaining illegal drugs. The same process is followed as above when community members are found to be in possession of illegal drugs and alcohol (when minors are involved).

The following number of students were referred to RIT’s Conduct Office for liquor law and drug law violations (as defined by the U.S. Department of Education) in residential areas on campus, this information can also be found online at <https://www.rit.edu/fa/publicsafety/sites/rit.edu.fa.publicsafety/files/docs/2019AnnualSecurityReport.pdf>:

<b>Academic Year</b>	<b>Reported Offense</b>	<b>Statistics</b>
2015 – 2016	Liquor Law Arrests	0
	Drug Law Arrests	1
2016 – 2017	Liquor Law Arrests	0

	Drug Law Arrests	3
2017 – 2018	Liquor Law Arrests	0
	Drug Law Arrests	2

## VII. Current Projects

### A. Review and modifications to D.18.1 Alcohol and other Drug Policy

As of August 2019, a team has been compiled to review the student policy, D 18.1 for Alcohol and Other Drugs. This team consists of representatives from the Center for Student Conduct and Conflict Resolution, Health Promotion Department, The Center for Residence Life, and Substance and Alcohol Intervention Services for the Deaf (SAISD). The team is currently reviewing the policy to ensure it is comprehensive of common violations, language, and potential future trends.

#### Discussion and Recommendations

### A. RIT's Alcohol and Other Drug Program: Strengths and Weaknesses

#### *Strengths*

RIT has many strengths regarding its alcohol and other drug policies and programs. The University's holistic approach to enhancing wellness for all students and employees sets a strong foundation for drug and alcohol policy and programming.

RIT is also committed to the ongoing creation of proactive educational programs for students. The hiring of the AOD Health Promotion Specialist has played a key role in aligning prevention and education efforts to ensure students are receiving and engaging in prevention education related to AOD.

Additionally, the cross-divisional relationships that have been created and continue to be strengthened help ensure that programs and information are relevant to all students and inclusive of many topics.

#### *Weaknesses*

More work can be done to move policy change forward. We have continued the conversation related to RIT's Tobacco-Restricted University Policy (C16.0) and are hopeful to have a new policy by 2021.

### B. Recommendations for Revising RIT's Alcohol and Other Drug Programs

Based on the information gathered and discussion, the following are recommendations:

1. Policy C15.2 for employees should clearly define the possible disciplinary sanctions that RIT may impose for violations.

2. The university is still collecting feedback on RIT's Tobacco-Restricted University Policy (C16.0). The Health Promotion Specialist will take lead in assembling a team with representation from Faculty Senate, Staff Senate, Student Government, and other partners in hopes to expand upon the current policy.

### **VIII. Summary and Conclusion**

RIT uses a comprehensive approach when addressing alcohol and other drug use on-campus, focusing on policy, education, coalitions/collaboration, social life, academics, enforcement, intervention and data/assessment. RIT follows evidence-informed recommendations to ensure that RIT students, faculty and staff are provided with information and resources that promote a safe and healthy environment; one that attempts to mitigate risk as it pertains to alcohol and other drug use.

Several future goals and initiatives regarding alcohol and other drug education are currently being developed. Because alcohol and other drug issues are always evolving and changing, new strategies are needed, and RIT's plan will be expanded as appropriate.

RIT will continue to develop, evaluate, assess, and pursue the best practices for the campus to create a safe and healthy environment for the entire RIT community.

## Appendix I

### ALCOHOL AND OTHER DRUGS POLICY (RIT POLICY D18.1)

#### D18.1 ALCOHOL AND OTHER DRUGS POLICY

RIT is a community that believes the best environment for learning occurs when the community promotes and supports healthy and responsible behavior among its members. Students make their own choices and are ultimately responsible for their behavior. The purpose of the Alcohol and Other Drugs Policy is to promote individual responsibility and advance the goals and expectations central to the university mission. The Alcohol and Other Drugs Policy applies to all Student members of the university community and their guests. Faculty and staff, and their guests, are governed by a separate policy (C 15.2 -Faculty/Staff Alcohol and Drug Policy).

RIT follows all local, state, and federal laws. Students and Student organizations are subject to local, state and federal laws regarding alcohol and drug use, and the university will not protect individuals or groups from law enforcement with respect to drugs and alcohol use or abuse.

In order to avoid the dangerous and possibly fatal effects of alcohol poisoning or overdosing from other drugs, an individual who has passed out or shows other signs of serious effects from alcohol or other drug consumption should immediately be brought to the attention of Public Safety, RIT Ambulance, the Center for Residence Life staff, or some other person able to assist or to get assistance. Seeking such help is encouraged by the university and the Good Samaritan Protocol, listed below.

#### I. Responsible and Legal Use

- A. **Legal Use.** Alcohol and other drugs may not be illegally used, possessed, manufactured or distributed. Distribution includes serving, selling, or providing either alcohol to persons who are under 21 years of age or drugs to persons of any age. Examples of illegal use includes:
  - 1. **Open Containers.** Open containers of alcohol are not permitted outdoors on the university campus without prior authorization.
  - 2. **Fake IDs.** Use of false or altered identification or other misrepresentation of one's age in order to possess or consume alcohol is explicitly forbidden.
  - 3. **Cover Charges.** No alcohol may be sold or exchanged for money on university property or at university-sponsored events without a New York State liquor license.
  - 4. **Distribution of Legal Drugs.** Sharing or distributing prescription medicine or other legal drugs, with or without the exchange of money, is prohibited.
- B. **Excessive Drinking.** Behavior that is inappropriate or endangering which suggests excessive drinking regardless of age is prohibited.
  - C. **Driving Under the Influence.** Driving under the influence of alcohol or other drugs is forbidden.

## University Housing

- D. **Residence Halls, Global Village, Greek Housing.** The consumption or possession of alcoholic beverages is prohibited, regardless of age or circumstances.
- E. **University Apartments.** The consumption or possession of alcoholic beverages is permitted in university operated apartments (Colony Manor, Perkins Green, RIT Inn, Racquet Club, Riverknoll, and University Commons) only by those residents of the apartment who are at least 21 years of age. Alcohol possession and consumption is not permitted in common or public areas within apartment complexes.
  - 1. **Occupancy.** Parties in apartments are to be limited to invited guests of a number that is defined by building occupancy codes and that can be accommodated without disturbing the community. These numbers may be found in the [RIT Housing Terms and Conditions](#).
  - 2. **Advertising.** The guest's at all privately hosted parties where alcohol is to be served must be invited by direct personal invitation only. General "come all" posters, flyers, or mass electronic invitations are only permitted for events that are approved through the [Center for Campus Life Event Registration](#) process.
- F. **Drug Accessories.** Drug accessories and other drug delivery systems used for illegal drugs, including, but not limited to, bongos, bowls, and pipes, are prohibited.
- G. **Bulk Containers.** Bulk containers of alcohol, such as kegs, are prohibited in all university apartments.
- H. **Drinking Games/Rapid Consumption.** Items/substances used to dispense alcohol in a rapid manner, (e.g., beer bongos, funnels, Jell-O shots, etc.) or drinking games (e.g., "Quarters," "Beer Pong," etc.) are prohibited.

## Events

- I. **Student Events.** All student events and parties where alcohol is served, possessed, or consumed must abide by all existing university policies and procedures regarding the use, possession, sale, and distribution of alcohol and may be further restricted by existing municipal and state ordinances. The authorization process for use of alcohol and securing authorization from the New York State Liquor Board in these situations is coordinated through the [Center for Campus Life Event Registration](#) process.
- II. **Good Samaritan Protocol**

Student health and safety is a primary concern for the university community. Students are expected to contact Public Safety when it is believed an individual needs medical attention due to the abuse of alcohol or other drugs including prescription, over the counter, or other. The Good Samaritan Protocol is designed to provide education rather than discipline when a student voluntarily contacts university personnel (e.g., Public Safety, Resident Advisor/Community Advocate) or outside emergency services for medical assistance related to alcohol or other drugs. Individuals covered by the Good Samaritan Protocol are the caller, the person in need of assistance, the host Student organization, and any witnesses named in the

incident report.

Center for Student Conduct staff determine whether or not the Good Samaritan Protocol is applicable for each incident. Incidents involving sex discrimination, sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking shall be covered by the Good Samaritan Protocol for those students reporting or intervening to prevent harm to a particular student. Incidents involving other violence or serious code violations, such as hazing.

<b>Alcohol Violations</b>			
<b>Behavior</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
<ul style="list-style-type: none"> <li>• Possession/consumption of alcohol by an underage student</li> <li>• Possession/consumption of alcohol by any student in the residence halls, Global Village, and Greek Housing</li> <li>• Open container</li> <li>• Fake ID</li> <li>• Possession of bulk containers</li> </ul>	<ul style="list-style-type: none"> <li>• Warning or Probation</li> <li>• Educational condition</li> <li>• Possible parental/legal guardian notification* (as permitted by applicable law)</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Alcohol and Other Drug Assessment and/or educational condition</li> <li>• University housing probation</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from housing</li> <li>• Possible suspension</li> <li>• Mandatory counseling intake</li> <li>• Parental/legal guardian notification</li> </ul>
<ul style="list-style-type: none"> <li>• Excessive drinking/rapid consumption</li> <li>• Transport to the hospital due to alcohol</li> <li>• Serving, purchasing, or sale of alcohol to minors</li> <li>• Hosting an on campus party and serving to minors, charging cover fees, or exceeding occupancy</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Alcohol and Other Drug Assessment and/or educational condition</li> <li>• Possible university housing probation</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from housing</li> <li>• Possible suspension</li> <li>• Mandatory counseling intake</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension or Expulsion</li> <li>• Parental/legal guardian notification</li> </ul>

	<ul style="list-style-type: none"> <li>• Parental/legal guardian notification</li> </ul>		
<ul style="list-style-type: none"> <li>• Driving while intoxicated/DWI on campus</li> <li>• Hazing</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension or Expulsion</li> <li>• Referral to local law enforcement agency</li> <li>• Parental/legal guardian notification</li> </ul>		

III. Will not apply. A conduct officer will contact the Student or the Student organization involved in the incident to arrange for a meeting. There will be no official charges or conduct status from the university through the Good Samaritan Protocol. The person who made the call to university personnel may be invited to the meeting. At the meeting, the incident will be reviewed with the Student or Student organization to determine an appropriate educational response, which could include participation in an educational group or class, program presentations, counseling intake session, or substance abuse education and/or evaluation. A response may also include parental/guardian notification of the incident.

If a Student or Student organization fails to attend the initial meeting with the conduct officer or complete the educational responses following the meeting, the incident will be referred to the Student Conduct Process.

IV. **Common Responses for Violations of the Alcohol and Other Drug Policy**

The responses listed are intended to guide the process of determining the most reasonable outcome to potential violations of the Alcohol and Other Drug (AOD) Policy. Each reported incident will be reviewed individually and an appropriate response will be assigned given the specific circumstances. In some cases, despite it being a first time violation, there may be a more serious response. Student organizations can also be assigned the same responses listed below.

<b>Other Drug Violations</b>			
<b>Behavior</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
<ul style="list-style-type: none"> <li>• Possession/use of marijuana or other illegal drugs</li> <li>• Possession of drug accessories (e.g., bong, bowls, scales, pipes)</li> </ul>	<ul style="list-style-type: none"> <li>• Warning or Probation</li> <li>• Educational condition</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Alcohol and Other Drug Assessment and/or educational condition</li> <li>• University housing probation</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from housing</li> <li>• Possible suspension</li> <li>• Mandatory counseling intake</li> <li>• Parental/legal guardian notification</li> </ul>
<ul style="list-style-type: none"> <li>• Transport to the hospital due to drug overuse</li> </ul>	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Alcohol and Other Drug Assessment and/or educational condition</li> <li>• Possible university housing probation</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from housing</li> <li>• Possible suspension</li> <li>• Mandatory counseling intake</li> <li>• Parental/legal guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Parental/legal guardian notification</li> </ul>
<ul style="list-style-type: none"> <li>• Driving while under the influence/DWAI on campus</li> <li>• Other serious behaviors such as</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension or Expulsion</li> <li>• Removal from housing</li> </ul>		



<p>selling or distributing drugs including prescription, over the counter, or illegal drugs</p>	<ul style="list-style-type: none"> <li>● Referral to local law enforcement agency</li> <li>● Parental/legal guardian notification</li> </ul>		
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**Responsible Office:**

Center for Student Conduct

**Effective Date:**

Approved December 1962

**Policy History:**

Revised 2006

Edited for department/title changes August 2008

Edited September 2010

Revised March 2012

Revised August 2014 – supersedes Policy C15.1 Student Alcohol and Drug Policy

## Appendix II

### Student –Athlete Alcohol and Other Drugs Education and Testing Program

#### **I. Introduction**

The Center for Intercollegiate Athletics (“CIA”) at the Rochester Institute of Technology (“RIT” or the “University”) is committed to providing an environment free from use, misuse or abuse of drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco in all of our sports programs. The health, safety and well-being of the student-athletes who participate in its programs and represent the University in competitive athletics is of paramount concern. The use, misuse or abuse of drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco is not consistent with the standards expected of student-athletes at the University and is strictly prohibited.

The University desires to educate student-athletes about the derogatory effects of drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco on their performance and, more importantly, on their lives. It is our goal to have our student-athletes recognize the dangers of such use, misuse or abuse and therefore compete and live free of substances.

#### **II. Purpose**

The purpose of this Policy is to ensure the health, safety and well-being of our student-athletes and to promote fair competition in intercollegiate athletics and is consistent with National Collegiate Athletics Association (“NCAA”) and University policies regarding the use, misuse or abuse of drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco. This Policy will assist the University in identifying student-athletes who are using, misusing or abusing drugs, dietary supplements, performance-enhancing substances, alcohol and/or tobacco so that the University may provide avenues for education, treatment and rehabilitation.

#### **III. Scope**

This Policy applies to all student-athletes, potential student-athletes, and those listed on an official University squad list, including but not limited to student-athletes who are either under medical hardship, academically ineligible, injured or using other athletic-related services. Student-athletes shall be subject to this Policy throughout the calendar year, including summer. In addition, student-athletes shall be subject to the provisions of as outlined in the RIT Conduct Process (see, Policies and Procedures Manual, D.18 Student Code of Conduct). [RIT Conduct Process, D.18](#).

#### **IV. Consent to Participate**

As a condition of participation in intercollegiate athletics at the University, each student-athlete shall sign a University consent form ([view form here](#)) to participate in the Student-Athlete Alcohol and Other Drugs Education and Testing Program (the “Program”), and to authorize the release of testing results in accordance with this Policy. Failure to consent to or comply with the requirements of this Policy may result in suspension from participation or

loss of eligibility to participate in intercollegiate athletics at the University. Prior to signing the University consent form, student-athletes will be given an opportunity to ask any questions regarding the information contained in this Policy and the Program, or other related issues.

## **V. Education of Student-Athletes and Athletic Staff**

Athletes and CIA staff who are educated about substance use in competitive sports are more likely to make informed and intelligent decisions regarding such use, misuse or abuse of substances. All student-athletes and intercollegiate athletic staff are responsible to know federal, state, and local laws as well as the University and CIA policies related to the use, misuse or abuse of drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco.

### **A. Drug, Dietary Supplements, Performance Enhancing Substances, Alcohol, and Tobacco Education**

The Center for Intercollegiate Athletics will provide drug, dietary supplement, performance-enhancing substance, alcohol and tobacco education for student-athletes.. Educational programs will include a review of federal, state, and local laws, as well as, University, CIA policies and NCAA policies related to the use of alcohol, tobacco and other drugs, including dietary supplements and performance-enhancing substances. Educational materials will be available to all student-athletes and CIA staff at any time throughout the year. All student-athletes and CIA staff shall be required to attend educational programs when they are offered.

### **B. CIA Staff Responsibility**

All CIA members must understand and be committed to the Program. No member of the CIA staff shall issue, encourage, assist or advise any student-athlete to take or to obtain performance-enhancing or non-therapeutic drugs. CIA staff shall advise and educate student-athletes against these types of substances and shall report the use, or suspected use, of performance-enhancing and/or non-therapeutic drugs by a student-athlete to an appropriate CIA department administrator. Staff members who violate this Policy shall be subject to discipline, up to and including termination.

### **C. Education and Counseling with Positive Drug or Alcohol Finding**

If a student-athlete is involved in an alcohol or other drug-related incident, or tests positive for alcohol or other drugs, then he or she shall be required to attend additional educational programming and meet with a member of the Counseling and Psychological Services staff for the purposes of evaluation, education and or treatment referral. In all cases, the student- athlete shall sign a release to allow the University Counselor, the Team Physician and/or the Head Athletic Trainer to communicate with the student-athlete's personal mental health counselor and/or physician. The release of information shall be limited to information concerning the student-athlete's ability to safely participate in a competitive athletic sports program. Failure to sign such a release will render the student-athlete ineligible for practice and competition.

In all cases, the student-athlete will be responsible for obtaining signatures from the following individuals: University Counselor, Team Physician, and the Head Athletic Trainer to verify that they can safely participate in a competitive athletics sports program. Failure to obtain these signatures and complete the return to activity form will render the student-athlete ineligible for practice and competition.

## **VI. Alcohol and Other Drugs Testing Program Procedures**

Possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws, a violation of this Policy and of the RIT Student Code of Conduct, D.18.1 (see also Student Code of Conduct, D.18; Alcohol and Other Drugs, D.18.1, Policies and Procedures Manual). Students who are 21 years of age or over are prohibited from providing, serving, delivering, hosting social events where alcoholic beverages are available to persons under the age of 21. This Policy extends to the recruitment of prospective student-athletes. Prospective student-athletes visiting campus and socializing with current students are expected to participate in all activities without the presence or influence of alcohol or other drugs. Any violation of this Policy and the University's Alcohol and Other Drugs Policy may be disciplined in accordance with the University's disciplinary procedures for students and this Policy.

### **A. Prohibited Drugs/Substances**

Screening conducted pursuant to the Program may include analysis of, but is not limited to, the NCAA list of banned drug classes. NCAA banned drug classes are as follows: stimulants, anabolic agents, diuretics, street drugs, peptide hormones and their related compounds. For a current list of the NCAA Banned Drug Classes List, student-athletes are urged to review the NCAA's web site at [www.ncaa.org](http://www.ncaa.org) or contact the Head Athletic Trainer or their sport specific athletic trainer.

Additional substances that the University may screen for pursuant to this Program include alcohol, marijuana, beta-blockers, cocaine, opiates, MDMA (ecstasy), amphetamine/methamphetamine, Phencyclidine (PCP), Barbiturate, Benzodiazepines, and Flunitrazepam (rohypnol). The University reserves the right to test for substances not listed on the NCAA Banned Drug Classes List and to test at detection levels that vary from those of the NCAA. The Program is separate and distinct from the NCAA's drug testing programs, including but not limited to banned substances, sanctions imposed and levels of detection.

### **B. Selection Methods for Testing Program**

#### **1. Unannounced Random Testing**

All student-athletes are subject to unannounced random testing at any time, including pre-season testing prior to competition. The Executive Director of Intercollegiate Athletics or his or her designee shall randomly select student-athletes from the official squad lists.

#### **2. Reasonable Suspicion Screening**

All student-athletes may be subject to testing at any time when the Executive Director of Intercollegiate Athletics or his or her designee determines reasonable suspicion exists to

believe that the student-athlete may be using a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Executive Director of Intercollegiate Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, Team Physician, and deemed reliable by the Executive Director of Intercollegiate Athletics or his/her designee. Reasonable suspicion may include, but is not limited to: (1) observed possession of alcohol or use of substances appearing to be prohibited drugs; (2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances (3) Center for Student Conduct and Conflict Resolution/Public Safety Incident Report that describes observed possession of alcohol or use of substances appearing to be prohibited drugs or (4) observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of prohibited drugs or substances.

Among indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance include but are not limited to: class attendance, significant changes in GPA, athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, and mood changes. If upon reasonable suspicion is verified the Executive Director of Intercollegiate Athletics or his or her designee will notify the student-athlete of the indicators which gave rise to reasonable suspicion and he or she must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is collected.

Note: The possession and/or use of illegal substances may be determined by means other than drug testing. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive drug test.

### 3. Post-season/Championship Screening

Any student-athlete or team likely to advance to post-season championship competition may be subject to additional testing by the University prior to the post-season championship event. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. Re-entry Testing

A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a positive alcohol or drug test finding, or drug and/or alcohol violation under the University policy, shall be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility or to continue practicing or conditioning activities. The Executive Director of Intercollegiate Athletics in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate (see also, Request for Reinstatement, below).

### 4. Follow-up Testing

A student-athlete who has returned to participation in intercollegiate athletics following a positive alcohol or other drugs test under this Policy (refer to Section III Scope) may be subject to follow-up testing throughout the remainder of their athletic eligibility. Testing will be unannounced and will be required at a frequency determined by the Executive Director of

Intercollegiate Athletics or his or her designee in consultation with the counselor or specialist involved in the student-athlete's case.

#### C. Notification and Reporting for Collections

The student-athlete will be scheduled for and notified of testing by the University either in person, by direct telephone communication, or other reasonable or practicable means under the circumstances. He or she will be informed of the date, time and location to report to the collection station. The University is not required to give advanced notice prior to the administration of any drug tests.

Any student-athlete who refuses to provide an adequate specimen for testing, attempts to alter or substitute his or her sample, or fails to show up as scheduled, shall be in violation of this policy and will be cause for the same action(s) as a positive drug test result.

#### D. Positive Finding or Self Disclosure of Alcohol or Other Drugs Use

In all cases where a student-athlete has tested positive for alcohol or other drugs under the Program, the testing laboratory (or third party administrator) will report the positive drug test finding(s) to the Head Athletic Trainer. The Head Athletic Trainer will then contact the team physician to review the positive result. The Head Athletic Trainer will also contact the student-athlete;

- Executive Director of Intercollegiate Athletics;
- RIT's Office of Student Conduct & Conflict Resolution ("Conduct Office"); and
- Head Coach and/or Assistant Coach.

The Associate Director of Athletics or a designee of the Executive Director of Athletics will schedule a confidential meeting with the student-athlete and the following individuals the Executive Director of Intercollegiate Athletics, Head Athletic Trainer (or designee), and Head Coach and/or Assistant Coach to inform them of the finding(s), and to provide the student-athlete with written notice of the finding(s) and applicable sanction. In addition, the Executive Director of Intercollegiate Athletics, or his or her designee, may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing of the positive finding(s) and applicable sanction. In cases where a student-athlete self-discloses the use of alcohol or other drugs after selection for testing or during the testing process, the disclosure will be deemed a positive alcohol or drug test finding.

In all cases of positive findings for alcohol or other drugs, the student-athlete shall be required to attend a counseling session for the purposes of evaluation, education, and if necessary, treatment referral or continued counseling. The counselor shall determine the appropriate form(s) of intervention needed by the student-athlete, based on the circumstances of each case. Failing to meaningfully participate in the evaluation/counseling process, in the sole discretion of the counselor, will be deemed an additional offense.

If the counselor believes that additional treatment is necessary either on or off-campus, then all costs associated with additional rehabilitation shall be the responsibility of the student-athlete. In addition, the student-athlete will be subject to follow-up testing under the Program. Testing will be unannounced and will be required at a frequency determined by the Executive Director of Intercollegiate Athletics or his/her designee.

## VII. Alcohol Sanctions for Positive Findings of Alcohol

#### A. First Alcohol Positive

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 10% of his or her regular season of competition. The determination of the 10% always will be rounded up (e.g. if 10% equals 2.3 games, then the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post-season competition (e.g. exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next season of competition if necessary. If the alcohol-related offense occurs during the off-season, then the suspension will be served during the next season of competition. If the alcohol related offense occurs at the end of the regular season but prior to post-season competition, then it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by a University Team Physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

#### B. Second Alcohol Positive

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 100% of his or her regular season of competition. The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post- season competition (e.g. exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next season of competition if necessary. If the positive alcohol test result occurs during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to post-season competition, it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by the Team Physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

#### C. Third Alcohol Positive

The student-athlete will be immediately and permanently expelled from participation in any intercollegiate practice, training and competition at the University.

### VIII. Sanctions for Positive Finding of Drug or Related Substances

#### A. First Drug Positive

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 100% of his or her regular season of competition. The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post- season competition (e.g. exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next traditional season of competition if necessary. If the positive drug test result occurs

during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to post-season competition, it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by the Team Physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

**B. Second Drug Positive**

The student-athlete will be immediately and permanently expelled from participation in any intercollegiate practice, training and competition at the University.

**IX. Implied Findings of Positive Drug or Alcohol Use**

A student-athlete who is convicted of a drug or alcohol related offense, which includes any violation of federal, state, or local law, shall be deemed a positive alcohol or drug test for the purpose of determining sanctions under this Program. In addition, any student-athlete who is involved in an alcohol or other drug related incident under the RIT Student Code of Conduct shall be deemed in violation of this Policy and may be sanctioned accordingly.

In addition, a positive drug test result under the NCAA's drug testing program, shall be deemed a positive drug test result under the Program. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency ("WADA") code (e.g., USOC, USADA) shall not participate in NCAA intercollegiate competition for the duration of the suspension (see NCAA Bylaw 18.4.1.5.3.).

**X. Use of Dietary Supplements**

Many dietary supplements or ergogenic aids contain banned substances. Often the labeling of dietary supplements is inaccurate and misleading. Terms such as "healthy" or "all natural" do not mean dietary supplements are free of banned substance or are safe to take. Using dietary supplements may lead to negative side effects such as dehydration and/or may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any shall be required to review the product with the Head Athletic Trainer or Team Physician. In addition, all CIA staff members shall direct student-athletes who desire to use dietary supplements to the Head Athletic Trainer or the Team Physician.

Student-athletes are encouraged to contact the National Center for Drug Free Sport, Inc. at [www.drugfreesport.com](http://www.drugfreesport.com) or the Dietary Supplement Resource Exchange Center (REC) at [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) for information on dietary supplements and other banned substances.

**XI. Use of Tobacco Products**

The NCAA and the University prohibits the use of tobacco products by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers and game officials) in all sports during practice and competition (see NCAA Bylaws 11.1.5. and 17.1.7). A student-athlete who violates this tobacco policy shall be disqualified for the remainder of that practice or competition. The Executive Director of Intercollegiate Athletics or his or her designee will



sanction other game personnel (e.g. head or assistant coach) who violate this tobacco policy on a case-by-case basis.

## **XII. Medical Exception Process**

The University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, CIA allows exceptions to be made for those student-athletes with a documented medical purpose demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to inform the Head Athletic Trainer of all medications (prescribed and over-the-counter) that he or she is taking. The University should maintain in the student-athlete's records a letter from the prescribing physician that documents the student-athlete's medical need for regular use of any such drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information.

In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician, will review the student-athlete's medical record to determine whether a medical exception should be granted.

## **XIII. Voluntary Disclosures**

### **A. Safe Harbor Program**

A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Center for Intercollegiate Athletics (e.g. Head Athletic Trainer, Team Physician, or Coach) by voluntarily disclosing his or her use.

If any student-athlete seeks assistance from the Center for Intercollegiate Athletics, prior to an incident involving drug or alcohol use, or prior to being notified that he or she has been selected for Program testing, then any impermissible use will be excused under this Policy for purposes of determining sanctions (the "Safe Harbor Program"). However, for health and safety reasons the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. Nor will a student-athlete be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or conference post-season competition.

Upon entering the Safe Harbor Program, the student-athlete will be required to undergo an initial drug test as well as an evaluation by a substance abuse professional. Any initial positive drug test result will be excused under this Policy for purposes of imposing any sanctions. The substance abuse professional shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Executive Director of Intercollegiate Athletics.

A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan and will be removed from the random selection pool of student-athletes. However, the student-athlete

will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that re-entry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo further drug and/or alcohol testing as part of the re-entry evaluation. In order to safely re-enter in to participation, a negative drug test is required to be on file with the Athletic Training Office.

Failing to complete the treatment recommended by the counselor, having a second positive drug test result for any banned substance after entering the Safe Harbor Program that is determined to be a result of new drug use, or having a positive result on a re-entry drug or alcohol test will be deemed a second offense under this Policy (e.g., the initial positive drug test result plus the second/new positive drug test result).

If the student-athlete regains his or her eligibility to participate in intercollegiate athletics, he or she may be required to undergo unannounced follow-up tests at the discretion of the Executive Director of Intercollegiate Athletics or his or her designee in consultation with the counselor.

A positive drug or alcohol test result at any time after satisfactorily completing the Safe Harbor Program will count as the first positive drug or alcohol test result.

#### B. Good Samaritan Protocol

The Good Samaritan protocol can be found at [D.18.1](#), Alcohol and Other Drugs, Policies and Procedures Manual and in the Student Code of Conduct (D. 18.0).

### XIV. Grievance Procedures

#### A. Confirmation of Positive Finding

If a student-athlete is notified of a positive alcohol or drug finding under the Program, then the student-athlete may request that the laboratory perform confirmation testing on the student-athlete's original specimen or B specimen if applicable. The University will bear the cost of the confirmation testing.

#### B. Appeal Procedure

Student-athletes who test positive for alcohol, drugs or any banned substance may appeal. The appeal must be in writing to the Executive Director of Intercollegiate Athletics and within seven (7) calendar days of written notice of the finding and sanction. Notably, all positive drug tests results are conducted by an independent laboratory and may be tested under two (2) different test methods to ensure accuracy. Accordingly positive tests are presumptively valid.

Upon receipt of a notice of appeal, the Executive Director of Intercollegiate Athletics will forward the request for a hearing to the Appeals and Reinstatement Committee. The Appeals

and Reinstatement Committee may include a Team Physician, the Faculty Athletic Representative, a substance abuse counselor, a coach from a sport other than the sport for which the student-athlete participates, and a sport administrator appointed by the Executive Director of Intercollegiate Athletics, and any other member of the RIT community appointed by the Senior Vice President of Student Affairs. Appeals shall be scheduled and heard within seven (7) business days of a notice of appeal, unless the student-athlete requests an extension of time upon good cause shown.

The student-athlete may have an advocate of their choice selected from the list of trained advocates provided by the Center for Student Conduct and Conflict Resolution (see [RIT Advocacy Program](#)) present at the hearing to provide quiet counsel, but only the student-athlete may address the Appeals and Reinstatement Committee. During the appeal the student-athlete may present evidence, question any testimony or documents presented, as well as to review the results of the drug test.

The Appeals and Reinstatement Committee is authorized to affirm, modify or reverse a sanction based on the testimony presented at a hearing. The decision of the Appeals and Reinstatement Committee shall be final and will be communicated in writing to the student-athlete within three (3) business days of conclusion of the hearing.

While a student-athlete is in the process of appealing, he or she shall be temporarily suspended from competition, but may participate in practice and conditioning activities pursuant to the terms of this Policy, pending a final outcome by the Appeals and Reinstatement Committee.

#### C. Request for Reinstatement Following Sanction

At the end of a one-year period of suspension (after a first positive drug test result or after a second alcohol or drug related offense) and following satisfactory completion of an appropriate treatment and aftercare program, the student-athlete may apply for reinstatement to the Executive Director of Intercollegiate Athletics. Reinstatement shall not be considered automatic and shall be addressed on a case-by-case basis.

The request for reinstatement shall be in writing and made to the Executive Director of Intercollegiate Athletics and should state the grounds on which the student-athlete believes he/she should be reinstated. The Executive Director of Intercollegiate Athletics will forward the request for reinstatement to the Appeals and Reinstatement Committee. The committee shall review the request for reinstatement and make a determination within ten (10) business days of receiving the request.

The decision of the Appeals and Reinstatement Committee shall be final.

### **XV. Resources for Athletes in Need of Assistance**

If any student-athlete is in need of assistance or support for a substance abuse problem, there are resources available on campus and within the community for counseling and education about use, misuse, and abuse of alcohol and other drugs. These resources include:

### **On Campus Resources**

[RIT Public Safety](#) (24 hours a day, 7 days a week)  
(585) 475-2853 (V) or (585) 475-6654 (TTY)

[Substance & Alcohol Intervention Services for the Deaf](#)  
(585) 475-4963 (V) and (585) 475-4963 (TTY)

[RIT Student Counseling and Psychological Services](#) (Confidential)  
(585) 475-2261 (V) or (585) 475-6897 (TTY)

[RIT Student Health Center](#) (Confidential)  
(585) 475-2255 (V)

### **Off Campus Resources (Greater Rochester Area & National)**

[Greater Rochester NY Alcohol Anonymous](#)  
1000 Elmwood Avenue, Greenhouse, Rochester NY 14620  
(585) 232-6720

[Rochester Area Service Committee of Narcotics Anonymous](#)  
24 hour hotline (585) 235-7889

[Al-Anon Family Groups \(AFG\) of Greater Rochester](#)  
805 Blossom Road, Rochester, NY 14610  
(585) 288-0540

[Alcoholism & Substance Abuse Providers of New York State \(ASAP\)](#)  
1 Columbia Place, Albany, NY 12207  
(518) 426-3122

### **XVI. Review of Policy**

A committee appointed by the Senior Vice President of Student Affairs shall review this Policy biannually.

## Appendix III

### **C15.2 FACULTY/STAFF ALCOHOL AND DRUG POLICY**

Application: This policy applies to all employees.

RIT, in compliance with the Federal Drug Free Workplace Act of 1988, is committed to providing a safe and healthy environment free from drug and alcohol abuse.

#### **ALCOHOL USE**

Reporting to work inebriated or becoming inebriated while at work is prohibited. This prohibition applies at RIT-sponsored activities and during the supervision of students at off-campus activities. The manufacture, distribution, dispensing, possession, or use of alcohol in violation of local, state or federal law is prohibited at RIT.

#### **DRUG USE**

The manufacture, distribution, dispensing, possession, or use of a controlled substance in violation of local, state or federal law is prohibited at RIT. An investigation will be made and appropriate actions taken for violations occurring within RIT environs or at RIT sanctioned events.

Employees using legal medications should inform their supervisor or department head if the effects of the medication could interfere with their ability to perform the job in a safe and efficient manner. In this case, the supervisor or department head should attempt if necessary to provide a safer working environment for the affected employees until the use of the medication is no longer required.

#### **DEFINITIONS:**

The following definitions comply with the Federal Drug Free Workplace Act of 1988.

**Alcoholic Beverage** - Any beverage defined as "alcoholic" by the New York State Alcoholic Beverage Control Law.

**Controlled Substances** - Any item or substance, natural or synthetic, defined as a controlled substance by Schedules I-V of the New York State Public Health Law, Section 3306.

**Marijuana** - Any item or substance defined as cannabis or a derivative thereof by the New York State Public Health Law, Section 3302.

**Precursors to Controlled Substance** - Unlawful possession of chemical elements with the intent to manufacture controlled substances, as defined in the New York State Penal Law, Article 220.60.

**Drug Related Paraphernalia** - Possession, sale, or use of items and instruments used in the manufacture, packaging, or administration of controlled substances, as defined in the New York State Penal Law, Articles 220.45; 220.50; 220.55.

## **PROCEDURES**

An employee whose performance on the job reasonably suggests that the employee is in violation of this policy should be informed of the university policy by his/her supervisor or department head.

The supervisor or department head should then follow the guidelines below:

- If it appears that the employee may need medical attention as a result of the apparent condition, an ambulance (x3333 or TTYx6654) should be called.
- If the employee appears to be unable to function normally or perform his/her work, the employee should stop work activities immediately.
- The department head or supervisor should contact the Department of Human Resources.
- The employee may be suspended for the remainder of the work day while an investigation is conducted, or disciplinary action may be taken, up to and including termination. Employees holding a Commercial Driver's License, and who perform a safety sensitive function will be required to submit to a drug test immediately.

Before making a decision that may have an impact on the employee's pay or status in his/her position, the supervisor or department head should thoroughly investigate the conditions surrounding the employee's perceived inebriation or drug induced condition.

Supervisors or department heads who knowingly allow anyone under their supervision to violate this policy and/or work while inebriated or under the influence of illegal drugs will also be subject to disciplinary action.

If criminal charges are brought and an employee is convicted of a criminal drug statute for a violation occurring in the workplace, the following steps must be taken in order to be in compliance with the Federal Drug Free Workplace Act of 1988:

- The convicted employee must notify his/her supervisor within five (5) working days.
- The director of Human Resources and the principal investigator must be notified within (10) ten working days of the conviction.
- If the employee is paid from a federal grant or contract, proper notice will be provided to the appropriate contracting agency.

Employees who believe that these procedures have been unfairly or improperly implemented in their regard are referred to the Faculty Grievance Procedure (E24.0) or the Staff Grievance Procedure (E30.0).

## **RIT COUNSELING, ASSISTANCE AND AWARENESS PROGRAMS**

Specific actions will be taken to work with any employee for violations occurring in the workplace. In addition to (or in lieu of) disciplinary action, the supervisor or department head may require participation in one of the programs listed below:

- The Employee Assistance Program through the Health Association of Rochester provides assistance and referral to employees and their families in handling problems such as alcoholism and chemical dependency that may cause poor work performance or absenteeism.
- Substance and Alcohol Intervention Services for the Deaf (SAISD) provides counseling and assistance for the deaf.

**Responsible Office:**

Department of Human Resources

**Effective Date:**

Approved 5/13/98 to replace Policy C15.0

**Policy History:**

Edited August, 2010

## Appendix IV

### C16.0 TOBACCO-RESTRICTED UNIVERSITY POLICY

#### I. Scope

This policy applies to all students, faculty, staff, administrators, vendors, and visitors while on RIT-managed properties located in the United States (hereafter referred to as *university-managed properties*).

#### II. Policy Statement

The university is committed to facilitating a healthy working, learning, and living environment. To prevent harm to members of the RIT community and to be consistent with university wellness initiatives, smoking and use of tobacco products are restricted to designated tobacco areas on all university-managed properties. The restrictions include, but are not limited to:

- Buildings
- Parking lots, athletic fields/tracks, bleachers/grandstands, outdoor paths, fields, and roads
- Partially-enclosed areas such as covered and uncovered walkways, breezeways, outdoor dining areas, bus stop shelters, loading docks, building entrances, exterior stairways, and landing
- Vehicles owned and leased by RIT or its affiliated organizations.

#### III. Definitions

**Tobacco Products.** Tobacco products are defined as combustible items (including but not limited to cigarettes, cigars, and pipes) and non-combustible items (including but not limited to chewing tobacco and e-cigarettes).

**University-Managed Properties.** University-managed properties are defined as properties owned, operated, leased, occupied, or controlled by RIT that are located in the United States.

#### IV. Exceptions

RIT has five apartment complexes with 1,000 apartment and townhouses. The five complexes include: Colony Manor, Perkins Green, Racquet Club, Riverknoll and the University Commons. Tobacco use in these complexes is prohibited within 25 feet of any apartment or townhouse building.

Smoking or use of tobacco products is permitted by participants in a research project involving tobacco products. Any sponsored or unsponsored research involving smoking is subject to the approval of the [IRB](#) (Institutional Review Board) or the [IACUC](#) (Institute Animal Care and Use Committee) as appropriate.

#### Responsible Offices:

Student Wellness, Division of Student Affairs

Department of Human Resources - Employee Wellness, Division of Finance & Administration

#### Effective Date:



**Policy History:**

Issued Personnel Policy 6.14 issued June 1, 1984

Revised October 2003

Edited August 2010

Revision approved May 7, 2014 by Institute Council (replaces policy formerly titled Smoking)

**Programs for Students****Alcohol and Other Drug Wellness Team****Annual Report****2018-2019****Drug Wellness Team Annual Report 2018-2019**

Ten Wellness Teams provide content specific programs to RIT students. The teams - made up of cross-divisional staff, students, and faculty - meet throughout the academic year to identify, develop, and implement wellness focused programs that supplement student's education and experiences. The goal of the Alcohol and Other Drug Wellness Team is to help improve students' understanding of the effect of alcohol and other drugs; help students recognize signs and symptoms associated with alcohol and other drug use and abuse.

During the 2018-2019 academic year, the Alcohol and Other Drug Wellness Team completed a total of 6 programs. Approximately 685 people attended these programs. Below is a list of the programs offered this year, along with their objectives.

<b>Name of Program</b>	<b>Date of Program</b>	<b>Program Objectives</b>	<b>Total Number Attended</b>
<b>Spooky Spirits</b>	October 25 <sup>th</sup> , 2018	<ul style="list-style-type: none"> <li>Identify responsible hosting strategies</li> <li>Define standard serving size for one serving beer, one serving of liquor, one serving of wine</li> </ul>	100
<b>Tabling at Volleyball Game – Pledge</b>	October 20 <sup>th</sup> , 2018	<ul style="list-style-type: none"> <li>Discuss harm reduction strategies and resources available to students</li> </ul>	98
<b>Naloxone Trainings (Four programs hosted)</b>	February 20 <sup>th</sup> , 2019 February 21 <sup>st</sup> 2019 Two programs per day	<ul style="list-style-type: none"> <li>Define NY 911 Good Samaritan Law</li> <li>Recall Overdose Understanding &amp; Recognition</li> <li>List Risk Factors</li> <li>Articulate Five Essential Rescue Steps - Substance Abuse and Mental Health Services Administration (SAMHSA) Opioid</li> </ul>	62

		<p>Overdose Prevention Toolkit</p> <ul style="list-style-type: none"> <li>• Explain How To Obtain Naloxone (N-CAP)</li> </ul>	
<b>21<sup>st</sup> Birthday Candy Bar Club 2 tabling events</b>	February 1 <sup>st</sup> , 2019	<ul style="list-style-type: none"> <li>• Increase awareness about safe celebrating during a student's 21<sup>st</sup> birthday</li> </ul>	23
<b>Safe Patty's Day</b>	March 5 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• Increase awareness about the dangers of overconsumption</li> <li>• Identify harm reduction strategies</li> <li>• Identify resources on campus for support related to AOD use and abuse</li> </ul>	95
<b>Dance in the Dark</b>	April 12 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• Identify resources on campus for support related to AOD use and abuse</li> <li>• Define standard serving size for one serving beer, one serving of liquor, one serving of wine</li> <li>• Debunk common myths associated with alcohol consumption</li> </ul>	307

**E-mail to students**

## **Alcohol, Marijuana, and Other Drug Information**

Dear RIT Community,

It is difficult to scan social media, turn on the TV, or perhaps even engage with peers without mention of drugs or alcohol. But the results of the 2017 National College Health Survey indicate that these constant references don't accurately reflect what drug and alcohol use looks like on college campuses. We learned that close to 40% of students don't regularly drink\*. Of those who do, nearly 60% drink in moderation. Further, less than 17% of students regularly use marijuana.

We are also aware, however, that some students may have had experiences with drugs, alcohol, and substance use disorders themselves or related to someone close to them.

To that end, Health Promotion would like to share some important information regarding alcohol, marijuana, and opioids. The links below provide insight into short and long term health effects associated with the use of these substances, risks

associated with use, information on risk of dependence, the effects of overdose and available resources.

**Alcohol Education:**

- <https://www.cdc.gov/alcohol/>

**Marijuana Education:**

- <https://www.cdc.gov/marijuana/>

**Opioid Education:**

- <https://www.cdc.gov/opioids/>

**Online Resources:**

- <https://www.samhsa.gov/>
- <https://www.niaaa.nih.gov/alcohol-health>
- <https://www.drugabuse.gov/publications/drugfacts/marijuana>

**On Campus Resources:**

- Counseling and Psychological Services: 585-475-2261
- Student Health Center: 585-475-2255
- Case Management: 585-475-3963

- Substance and Alcohol Intervention Services for the Deaf (SAISD): 585-286-1969 or [SAISD@rit.edu](mailto:SAISD@rit.edu)
- Brief Alcohol Screening and Intervention for College Students (BASICS): 585-475-6599
- SMART Recovery: Meets Tuesdays at 3:30-4:30 p.m. in the Student Health Center Conference Room

Please contact Sara Engel, Alcohol and Other Drug Health Promotion Specialist, at [seehcw@rit.edu](mailto:seehcw@rit.edu) if you have any questions or concerns.

\*Within the last 30 days (NCHA, 2017)

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Information provided by the **Division of Student Affairs – Health Promotion** and **NTID – Substance and Alcohol Intervention Services for the Deaf**

**RIT** | Rochester Institute of Technology

**E-mail to employees:**

Dear Colleagues,

RIT is committed to providing a safe and healthy environment free from drug and alcohol abuse, in compliance with the Federal Drug Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. This email serves to notify faculty and staff of the annual statement required by the aforementioned Acts. Supervisors with employees who have limited access to email, please distribute this information accordingly.

The required materials may be accessed here: [Drug Free Workplace](#).

Information includes:

RIT's Annual Drug Free Workplace Statement

Appendix A – Federal Penalties

Appendix B – New York State Penalties

Copy of this email

Please review the materials linked above and feel free to engage any of the noted resources for assistance as needed, including our EAP partner, Guidance Resources:

Phone: 1-844-572-9730 (Voice)  
1-800-697-0353 (TTY)

Online: [www.guidanceresources.com](http://www.guidanceresources.com)  
Web ID: RITEAP

More information on EAP is available on [RIT's HR website](#).

## Student Leader Trainings

Resident Assistance	Basic alcohol and marijuana information, what it is, harms associated with it, long term and short term health effects
Student Orientation Staff	Basic alcohol and marijuana information, what it is, harms associated with it, long term and short term health effects

### Appendix 7

#### Alcohol at Events Policy

Policy Name: POLICY ON UNIVERSITY EVENTS WITH ALCOHOLIC BEVERAGES

Scope. All members of the RIT Community shall comply with this Policy. This Policy applies to all University Events, as defined below, where Alcoholic Beverages are served or consumed. Other university governance policies, such as the Faculty/Staff Alcohol and Drug Policy (C15.2), Alcohol and Other Drugs Policy (D18.1), and Vending Policy (C20.0) may also apply to University Events. In addition, other university administrative policies, such as the Controller's Office Policies for Selected Discretionary Expenditures and the registration process for student clubs and organizational events may require additional authorizations and registrations for University Events. Compliance with this policy shall be in addition to compliance with all other applicable policies. This Policy does not apply to RIT global locations.

#### I. POLICY STATEMENT

RIT is committed to actively supporting the health and wellness of all members of the RIT Community. In addition, RIT is committed to upholding local, state, and federal laws relating to the sale, distribution, and consumption of Alcoholic Beverages. This Policy seeks to support RIT's commitments by establishing guidelines for the legal and responsible use of Alcoholic Beverages at University Events.

#### II. DEFINITIONS

Terms not defined elsewhere in this Policy are defined below.

A. Alcoholic Beverages include, but are not limited to, alcohol, spirits, liquor, wine, beer, and any liquid containing or fortified with alcohol, spirits, liquor, wine, and beer.

B. Closed Event means a University Event that is limited to a particular university constituency by invitation only.

C. Open Event means a University Event that is not limited to a particular university constituency by invitation only.

D. RIT Community means any individual authorized to be on the RIT campus including administrators, faculty, staff, students and student organizations, alumni, and external organizations and individuals in their operations with RIT.

E. Specific University Purpose means one that advances the mission of the university, including the performance of job duties, and is consistent with its status as a New York not-for-profit educational corporation. University Events paid for or financed by the university shall be deemed to be held for a Specific University Purpose.

F. University Entity or Representative means a group or individual that rents or uses university property, a campus organization, a university college, division, department or unit, or an individual acting within the scope of their employment, on behalf of the university, for members of the university community.

G. University Event means a gathering of fifty (50) or more individuals sponsored by a University Entity or Representative, on or off-campus, in property owned, leased, or controlled by the university. A University Event must be held for a Specific University Purpose in order to be governed by this Policy. A gathering of less than fifty (50) individuals is not a University Event, as defined under this Policy, and, therefore, not governed by this Policy even if sponsored by a University Entity or Representative and held for a Specific University Purpose. A gathering that is not a University Event may be required to comply with other applicable governance and administrative policies.

H. University Official means an officer of the university as defined in the RIT By-Laws (B00.1) or their designee. Public Safety officers shall also be considered University Officials for purposes of this Policy.

### III. GENERAL PROVISIONS

A. The service of Alcoholic Beverages is permitted at University Events only in accordance with the principles set forth in this Policy and applicable law.

B. All University Events with Alcoholic Beverages shall be sponsored and registered. Certain University Events with Alcoholic Beverages will also be required to obtain a valid state liquor permit or license in advance of the University Event. (See Section E below).

C. Sponsoring a University Event with Alcoholic Beverages

1) A University Event with Alcoholic Beverages shall be sponsored by a current RIT faculty, staff, or student, who is over the age of twenty-one (21), has managerial or financial authority for the University Event and whose approval is required for the University Event. For purposes of this policy, an RIT faculty, staff, or student has managerial authority for the University Event when they can unilaterally cancel, alter, or reschedule the University Event without further approvals. An RIT faculty, staff, or student has financial authority for the University Event when



they have signatory authority to spend the funds required for the University Event without further approvals.

2) The sponsor shall ensure that the provisions of this Policy are enforced at the University Event.

3) The sponsor may, but is not required to, be present at the University Event. If the sponsor is not present at the University Event, they shall designate an individual attending the event as the person responsible for fulfilling the sponsor's obligations under this policy, and who otherwise satisfies the qualifications of a sponsoring individual under subsection 1.

4) University Events where behavior is deemed inappropriate due to the service of alcohol, may be terminated by the sponsor or a University Official at any time, with or without notice.

5) The service of Alcoholic Beverages at University Events may be suspended at the sole discretion of the sponsor or a University Official if it

is determined by the sponsor or a University Official that violations of this Policy are occurring or are likely to occur.

6) The sponsor or a University Official may determine within their sole discretion that RIT Public Safety Officers or security designees will be required and designated in advance of the University Event.

7) The sponsor's campus organization, university college, division, department or unit, shall be held monetarily responsible for any damage or additional cleaning charges assessed as a result of the University Event.

#### D. Registering a University Event with Alcoholic Beverages

1) A University Event with Alcoholic Beverages shall also be registered.

2) A University Event with Alcoholic Beverages sponsored by a student or student organization shall be registered utilizing the registration process for student clubs and organizational events.

3) A University Event with Alcoholic Beverages sponsored by a University Entity or Representative shall be registered utilizing the form available at (insert link to registration form to be developed).

#### E. Licensing a University Event with Alcoholic Beverages

1) All University Events where Alcoholic Beverages are available for purchase shall be sponsored, registered and shall also have the appropriate state alcohol permit or license in advance of the University Event.

a. Alcoholic Beverages are available for purchase if it is sold at the University Event.

2) All University Events where Alcoholic Beverages are available for other consideration shall be sponsored, registered and shall also have the appropriate state alcohol permit or license in advance of the University Event.

3) Alcoholic beverages are available for other consideration if it is:

- a. part of the purchase of an admission ticket for the University Event, or
- b. served as part of a purchased meal, or
- c. provided in exchange for a donation or something of value.

4) All University Events with Alcoholic Beverages required to be licensed under the provisions of this Policy, shall be catered by either Brick City Catering or a third party catering company licensed to sell Alcoholic Beverages in the state where the University Event is being held.

a. If the University Event is catered by Brick City Catering, the sponsor shall work with Brick City Catering to obtain the appropriate state alcohol permit or license.

b. If the University Event is catered by a third party catering company, the sponsor shall ensure that the third party catering

company is licensed to sell Alcoholic Beverages and that the appropriate state alcohol permit or license is obtained for the catered University Event.

5) University Events held at locations already licensed to sell Alcoholic Beverages are not required to obtain an additional state alcohol permit or license, provided that the Alcoholic Beverages are purchased from the licensed location.

F. Alcoholic Beverages must be served by a properly trained individual at University Events on an individual basis (i.e. one drink per person basis) and only to those of legal drinking age. A properly trained individual is one that has successfully completed a skills based program designed to prevent intoxication and underage drinking.

1) Self-service of Alcoholic Beverages is prohibited.

2) Drink specials are prohibited.

3) An open bar may be allowed only at Closed Events.

4) An open bar is prohibited at Open Events.

G. University Events with Alcoholic Beverages may be restricted to those of legal drinking age.

1) If attendance at University Events with Alcoholic Beverages is allowed by those not of legal drinking age, the sponsor or a University Official shall put in place reasonable measures to prevent the consumption of Alcoholic Beverages by those not of legal drinking age.

2) Reasonable measures to prevent the consumption of Alcoholic Beverages by those not of legal drinking age shall include, but not be limited to:

a. the presentation of a valid government issued identification as proof of age, or

b. the creation of separate designated drinking areas, or

c. the identification by stamp, wristband, or other visible means of those not of legal drinking age.

H. University Events with Alcoholic Beverages shall advertise in accordance with applicable law and the provisions of this Policy.

1) The presence and availability of Alcoholic Beverages at the University Event shall not be emphasized in any advertisement.

2) No logos and/or brands of Alcoholic Beverages shall be used in any advertisement.

3) The prices of Alcoholic Beverages shall not be listed on any advertisement.

4) All advertisements shall state that a valid government issued identification showing proof of age is required to purchase alcohol.

I. University Events with Alcoholic Beverages shall also provide food and non-Alcoholic Beverages. Snack food such as chips and pretzels are not sufficient for compliance with this provision of this Policy.

4-12-17